

Instructions for IVAOs to register on ePubs and order materials for Voting Assistance:

1. Login to the Air Force Portal (<https://wmsweb.afncr.af.mil/wms/Default.aspx>)
2. Go to the "Library" drop-down menu
3. Click on "Publications"
4. Click on "Air Force E-Publishing Account Login Page"
5. The home page states "Welcome, *Your Name*, to the Warehouse Management System v2.0". The new ordering system will login you in with your CAC card and you will have an account automatically.
6. To be sure all your information has been captured do the following (you only need to do this THE VERY FIRST TIME you get onto the system:
 - Click the yellow "Account" tab at the top
 - On the left, click on "My Account".
 - Then click under "view details" to the far right.
 - Fill out any information with an asterisk that is blank.
 - Then go to the bottom and click SAVE.
7. TO PLACE AN ORDER:
 - Click on the "Shop Online" tab at the top left.
 - Type the short title you want to order in the block at the top (next to keywords) (Example: To order the **Voting Assistance Guide**, type "VAG" in all capital letters)
 - Click the word "Search"
 - When the title comes up, then click the far right button "view details"
 - Change the default "1" in the blue "Quantity" box to the quantity needed (not to exceed the "Maximum Issue" number shown to the right.
 - Click "Add to Shopping Cart".
 - To order another item, click the "Continue Shopping" at the top right and repeat previous steps starting with the short title in the search block at the top.
 - When you are done ordering all products, then click "Proceed to Checkout". Next screen will list your shipping information and the items ordered.
 - Click the "Submit Order" button at the bottom.

Other products to order: SF 76 FPCA, SF 186 FWAB, Election Calendar Posters, Motivational Posters.

Short Titles Product:

VAG	Voting Assistance Guide
DODP114SMALL	Motivational Poster (small)
DODP114LARGE	Motivational Poster (large)
ELECTIONCALENDAR	Election Calendar Poster
N/A	FPCA (type in SF76 ...no space!)
N/A	FWAB (type in SF186 ...no space!)

Difficulties may be resolved by contacting Air Force ePublishing at DSN 754-2438 or COMM 1-800-848-9577 or by email at e-publishing@pentagon.af.mil. The Air Force Voting Action Officer at AFPC does not have e-publishing access to assist.

FREQUENTLY ASKED QUESTIONS: <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=896889&parentCategoryId=-1060853&pageId=681742&channelPageId=-569377>

8. Tracking Orders:

- Click on green "Orders" tab at the top
- On the left, click on "Manage My Orders" under "My Orders"
- The next page will be the option to search by category, such as, Short Title, Order Number, etc.
- When the order is found, click under "View Details", then click the voucher number (next to the magnifying glass) and it will expand information such as shipping date, tracking number if applicable, etc.